

## Quick Reference Guide

### **VEHICLE REPORTS**

#### **Vehicle Reports Due By All State Agencies (Except Institutions Of Higher Education And Vocational Technical Institutes):**

(Based on Attorney General Opinion 2002-176) This does apply to constitutional officers and their staff members, the Arkansas State Highway and Transportation Department, and the Arkansas Game and Fish Commission, as well as all boards, commissions, departments, councils, and bureaus.

ACA 25-1-110

- (1) The number of agency vehicles;
- (2) The mileage used on the agency vehicles;
- (3) Any private car mileage reimbursements; and
- (4) Justification for retention of all vehicles identified as under-utilized.

This information should be submitted on a yearly basis, on June 1 of every year, for the period of April of one calendar year through March of the next calendar year. (example: April 2004 through March 2005).

#### **Reports Due From All State Agencies With Business Area Code Of 0100 Or Greater That Own State Vehicles:**

##### **Inventory Requirement:**

A revised, updated copy of the vehicle inventory will be returned to the DFA-OIS in August and February. DFA-OIS will mail inventories to Constitutional and/or Elected State Agencies in January and July of every year. All other agencies, Business Areas of 0100 and greater, will keep their inventory up to date, at all times, on the new State Agency Vehicle Acquisition, (SAVA), web-based program.

##### **Form MV2 – Individual State Vehicle Report**

(Annual Fleet wide Submission) by June 30<sup>th</sup> of each year. MV2 Forms for each vehicle in the Agency Fleet. Period Covered: April of one calendar year to March of the next calendar year. Example: (April 2004 through March 2005.)

##### **MV3 Form – Quarterly Vehicle Report Form**

(Due no later than 2 months after the Quarter ends. Example: (July-September Reports due no later than November 30.) MV2 forms entered into the SAVA program are used to calculate this report. Agencies, with Business Area of 0100 and greater will use the SAVA System to submit this form on line.

##### **MV-4 Forms – State Vehicle Mileage Reimbursement Form**

This Form is due when the MV-3 forms are due. See above for due date.. (This form deals with people who are “assigned” a state vehicle and commute back and forth to and

from work in this vehicle. All persons commuting in a state owned vehicle should be on this form and the box marked REQ checked if they are “Required” to commute as a requirement of their job. This form is still submitted via hard copy in the mail.

**Annual State Vehicle Request**

This form is due EVERY JULY. See State Vehicle Fleet Management Guide - Page 12.

**State Vehicle Request Form**

If an agency has submitted the request under the “priority list” and decide they want to spend agency funds to acquire a vehicle previously submitted, the agency should e-mail Cheryl Ketchum or Kathy Mayfield and tell them which request number to change from priority funding to agency funding. If the agency decides to change the type of vehicle requested, proper justification must be mailed to DFA-OIS before the request can be processed.

If the agency is requesting the acquisition of a vehicle that was not previously submitted on the priority list the agency will fill out on the SAVA system a State Vehicle Request Form. Print a copy of the form, have your agency director or designated agency representative sign the form and mail the form, along with any required justification to: DFA-Office of Information Services, 1515 West 7<sup>th</sup> Street, Room 601, Little Rock, AR 72201.

**Justification For Retention Of All Vehicles Identified As Under Utilized In Accordance With ACA 25-1-110.**

**Reports Due From All State Agencies With Business Area Code Of 0100 Or Greater That Do Not Own State Vehicles:**

Total number of personal mileage reimbursement. You will submit on June 1<sup>st</sup> of each year, the total number of miles traveled and the total number of dollars paid for personal mileage of employees/board members. (Period Covered: April of one calendar year through March of the next calendar year. (example: April 2004 through March 2005).

**MV3 Form – Quarterly Vehicle Report Form**

(Due no later than 2 months after the Quarter ends. Example: (July-September Reports due no later than November 30.) You will report Personal Mileage Reimbursement Figures only . The State Agency Vehicle Acquisition, (SAVA), program does allow agencies to submit this information on-line. Please contact the DFA-Office of Information Services for further information for obtaining a password to submit on line.

**State Vehicle Request**

Fill out the form on the SAVA system if you want to acquire a vehicle for your agency. Print a copy of the form, have your agency director or designated agency representative sign the form and mail the form, along with any required justification to: DFA-Office of Information Services, 1515 West 7<sup>th</sup> Street, Room 601, Little Rock, AR 72201.

(After receipt of the new vehicle, you will submit the required reports under the Reports Due From All State Agencies With Business Area Coded of 0100 or Greater That Own State Vehicles Category.)

## **VEHICLE ACQUISITION**

### **AASIS Participating Agencies:**

After approval of the State Vehicle Request Form, requesting state agency will provide, in writing, to DFA-Office of Information Services, (DFA-OIS), the following information:

Asset shell number created by the agency requesting the vehicle,  
Cost Center, (should be the same as given for the fund transfer & PO Info)  
Agency Business Area,  
Functional Area,  
Fund and Fund Center, and  
WBS Element or Internal Orders, (if required).

DFA-OIS will, at this time, request funds. ONLY FUND TRANSFERS WILL BE ACCEPTED. No warrants will be accepted. Complete payment, for a vehicle, will be required to be funded from the same source, (i.e. no one vehicle can be paid for from more than one funding source; one half of vehicle cannot be paid from one source and the other half from another funding source. It is the responsibility of the agency to transfer any non-general revenue monies, being used to purchase a vehicle, into the same account BEFORE notifying DFA of the funding source.) Cash funds used to purchase vehicles will be deposited in the appropriate treasury fund, BEFORE notifying DFA of the funding source.

**NOTE:** Only non-general revenue funds may be used to purchase vehicles less than one ton in size.

DFA-Office of Administrative Services–Fiscal Accounting Section (DFA-OAS-FA) will transfer appropriation to the agency requesting the vehicle using the codes provided above. This transfer will be completed following receipt of the requesting agency's funds.

Internal Purchase Requisition will be processed by DFA-OIS and the Purchase Order will be processed by the DFA-Office of Administrative Services- Purchasing and Asset Management Section, (DFA-OAS-PAM).

**AGENCIES REQUESTING VEHICLES WILL NOT PRINT THE PURCHASE ORDER FROM AASIS. REQUESTING AGENCY AND VENDOR WILL BE PROVIDED COPIES OF THE DOCUMENTS BY DFA-OAS-PAM.**

After confirmation of receipt of vehicle and invoice, DFA-OAS-FA will transfer funds to the requesting agency account, and process the payment to the vendor.

**VEHICLES ACQUIRED BY YEARLY PRIORITIZED LIST PROCESS (Act 493  
Prioritized Vehicles) Less Than One Ton In Size**

After the "Act 493" prioritized list has been approved, agencies receiving "Act 493 prioritized" vehicles, except Institutions of higher education, will provide the following information to the DFA-Office of Information Services (DFA-OIS):

Asset shell number created by the agency requesting the vehicle,  
Cost Center, (should be the same as given for the fund transfer & PO Info)  
Agency Business Area,  
Functional Area,  
Fund and Fund Center, and  
WBS Element and/or Internal Orders, (if required).

Appropriation will be transferred to the requesting agency account using the codes provided above.

Internal Purchase Requisition will be processed by DFA-OIS and the Purchase Order will be processed by the DFA-Office of Administrative Services, Purchasing and Asset Management Section, (DFA-OAS-PAM).

**AGENCIES REQUESTING VEHICLES WILL NOT PRINT THE PURCHASE  
ORDER FROM AASIS. REQUESTING AGENCY AND VENDOR WILL BE  
PROVIDED COPIES OF THE DOCUMENTS BY DFA-OAS-PAM.**

After confirmation of receipt of vehicle and invoice, DFA-OAS FA will transfer funds to the requesting agency account, and payment will be made to the vendor, on behalf of the agency, by DFA-OAS-FA.

**INSTITUTIONS OF HIGHER EDUCATION - ONLY**

After approval of the MV6 Form funds will be requested by DFA-Office of Information Services, (DFA-OIS).

Please Note: Only non-general revenue funds may be used to purchase vehicles less than one ton in size.

The institution of higher education will remit the requested funds via check. The funds will be deposited by the DFA-Office of Administrative Services, Fiscal Accounting Section (DFA-OAS-FA) into the appropriate MMV fund that was established for the particular institution of higher education. The deposit will be coded as an interagency transfer in.

Internal Purchase Requisition will be processed by DFA-OIS and the Purchase Order will be processed by the DFA-Office of Administrative Services, Purchasing and Asset Management Section, (DFA-OAS-PAM).

After confirmation of receipt of vehicle and invoice, DFA-OAS FA will make payment to the vendor on behalf of the requesting agency. The payment will be code as equipment outlay.

Requesting agency will be provided copy(s) of the Purchase Order(s).

### **DEFINITIONS**

**Definition of non-exempt agency** – (for vehicle acquisition purposes only). Any State Agency with Business Area Code of 0100 or more that receives General Revenue Appropriated Funds.

**Definition of exempt agency** – (for vehicle acquisition purposes only). Any State Agency with Business Area Code of 0100 or more that does not receive General Revenue Appropriated Funds.